

DEPARTMENT OF PUBLIC SERVICE
CITY OF COLUMBUS, OHIO

SUBJECT: Short North Parking Pilot Program Rules and Regulations

EFFECTIVE DATE: DRAFT

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BY: Division of Traffic Management

I. PURPOSE

The purpose of these rules and regulations is to establish guidelines for the Short North Parking Pilot Program. The goal of the pilot is to protect neighborhood parking, manage the demand for on-street parking created by commercial attractions, promote retail patronage, and encourage the use of alternate forms of transportation and limit congestion in the Short North.

II. AUTHORITY

- A. Pursuant to the authority granted under Section 2105.21 of the Columbus City Codes, 1959, as amended, the Director of Public Service hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law.
- B. These rules and regulations apply only to the Short North Parking Pilot Program zone and supersede all previously promulgated rules and regulations for residential district permit parking.

III. DEFINITIONS

The following words, terms, and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Application* means a form created by the Department.
- B. *Business Permit* means a hangtag obtained from the Department designated for a specific residential district permit parking zone that is hung from the rearview mirror of a vehicle of a business owner, manager, or employee within the designated residential district permit parking zone, which allows the vehicle to legally park.
- C. *Department* means the City of Columbus Department of Public Service.
- D. *Director* means the Director of the Department of Public Service, or designee.
- E. *Visitor Permit* means a permit obtained from the Department that is displayed on the dash of the vehicle that is issued for a specific date(s) and a specific residential permit parking zone that allows a vehicle to legally park within the designated residential district permit zone.
- F. *Parking Permit* means a general reference to a residential parking permit sticker, business hangtag, or visitor permit.
- G. *Residential District Parking Permit Zone (aka "Permit Parking Zone")* means an area within the city of Columbus established by the Department where parking is regulated and managed through the issuance of parking permits.
- H. *Residential Parking Permit* means a sticker obtained from the Department that is affixed to the exterior of the lower left rear window of the vehicle that it is

issued to, which allows the vehicle to legally park within the residential district permit zone stated on the sticker.

IV. GENERAL RULES FOR THE SHORT NORTH PARKING PILOT PROGRAM

A. Parking Permit Zone Boundaries (map will be attached as Exhibit)

1. Parking permit zones are shown in a map and illustrated in Exhibit A.
2. If changes are required to the boundaries of a residential permit zone, the Director shall notify, in writing, all existing permit holders impacted by the change through electronic mail or the United States Postal Service.

B. General Rules for Permit Parking

1. Each parking permit is the property of the City of Columbus. Improper use or forgery of a parking permit may result in the revocation of the current parking permit and/or non-renewal of any future parking permit application, as determined by the Department. The vehicle in violation may also be subject to a parking citation and vehicle impoundment.
2. No parking permit shall be issued to a resident, visitor, business owner or manager with unpaid City of Columbus parking tickets.
3. Only residents, owners of properties, and business owners or duly authorized managers are eligible to purchase a parking permit for a designated zone.
4. A parking permit shall become null and void when a person or business ceases to:
 - a. Reside or be located within the permit parking zone; or
 - b. Own property within the permit parking zone; or
 - c. Be a business owner or employee of a business within the permit parking zone.
5. Parking permits shall be destroyed or returned to the Department when the permit becomes null and void.
6. A new application must be completed and submitted to the Department for any parking permit not renewed by the deadline set by the Department.
7. The Department shall install official parking restriction signs within a permit parking zone displaying the following information:
 - a. Time limits of the restriction;
 - b. Hours of the day of the restriction;
 - c. Days of the week the restriction is enforced;
 - d. Identification of the permit zone; and
 - e. Identify if the street is paid parking.

C. Permit Rules for Residential Permit Parking

1. The fee for each residential parking permit sticker shall be fifty dollars (\$50.00) annually.
1. If purchased after June 30, the prorated cost per permit sticker shall be twenty-five dollars (\$25.00).

2. Residents may purchase a maximum of two (2) residential parking permit stickers per household.
3. Acceptable forms of proof of residential residency shall include a current lease or mortgage, current landline telephone, gas, water, or electric bill.
4. Each residential parking permit sticker issued by the Department shall display the motor vehicle's license number. The residential parking permit sticker shall be affixed to the exterior of the lower left rear window of the vehicle. A parking permit is valid only in the permit parking zone designated on the parking permit.
5. A residential parking permit may be replaced at the sole discretion of the Director in the event of a lost or stolen permit, or the purchase of a new vehicle according to the following conditions:
 - a. If lost or stolen, a replacement sticker may be issued at a cost of fifty dollars (\$50.00);
 - b. If the permit holder purchases a new vehicle, the sticker will be replaced at no charge.
 - c. The permit holder must return any portion of the old permit sticker; and
 - d. The permit holder must provide acceptable proof of vehicle registration and residency within the permit parking zone.
6. Eligible residents within a permit zone not owning a registered vehicle or does not require a residential parking permit sticker, may register with the Parking Violations Bureau to obtain access to purchase visitor permits. The resident must complete the provided application and provide proof of residency and provide a valid government photo ID.
7. **High Street dwellings**
8. **New multi-family dwelling developments**
9. **Existing multi-family dwellings with available off-street parking**

D. Permit Rules for Visitor Permit Parking

1. Residential permit holders are eligible to purchase visitor permits based on the specific need of each visitor. Permit holders may purchase visitor permits online at **www.** or at the Parking Violations Bureau, 2700 Impound Lot Road, Columbus, Ohio 43207. At the time of purchase, residents will be required to provide the license plate number of the visitor's vehicle. Permit holders will have the following options for visitor permits:
 - a. The first five (5) one-day visitor permits each year shall be free of charge. Each additional one-day visitor permit after the fifth shall be issued at a cost of five dollars (\$5.00) per one-day visitor permit. One-day visitor permits are limited to one hundred (100) per year, per household.
 - b. Three-day visitor permits will be ten dollars (\$10.00) each with an annual limit of seven (7) per year, per household.
 - c. Seven-day visitor permits will be twenty dollars (\$20.00) each with an annual limit of four (4) per year, per household.
 - d. Thirty-day visitor permits will be forty dollars (\$40.00) each with an annual limit of two (2) per year, per household.
2. Visitor permits shall be valid only in the permit zone for which they were issued and only for the day(s) specified on the permit, and shall be

displayed on the front dash of the vehicle in a manner that is visible through the front window of the vehicle.

3. Visitor permits are intended for visitors only and shall not be used for vehicles registered to the residential permit holder.
4. Lost or stolen visitor permits shall not be replaced.

E. Permit Rules for Business Permit Parking

1. High Street businesses
 - a. The fee for each business parking permit hangtag shall be one hundred dollars (\$100.00) annually.
 - b. If purchased after June 30, the prorated cost per permit hangtag shall be fifty dollars (\$50.00).
 - c. If lost or stolen, a replacement hangtag may be issued at the cost of one hundred dollars (\$100.00).
2. Non-High Street businesses
 - a. The fee for each business parking permit hangtag shall be fifty dollars (\$50.00) annually.
 - b. If purchased after June 30, the prorated cost per permit hangtag shall be twenty-five dollars (\$25.00).
 - c. If lost or stolen, a replacement hangtag may be issued at the cost of fifty dollars (\$50.00).
3. Businesses may purchase a maximum of two (2) business parking permit hangtags per business.
4. Businesses are responsible for managing the use of business hangtags by their employees and agents.

F. Purchasing of Residential Parking Permits

1. All parking permits shall be issued at the Parking Violations Bureau, 2700 Impound Lot Road, Columbus, Ohio 43207. All renewals may be completed online, by United States postal mail, or at the Parking Violations Bureau.
2. At its discretion, the Department may also sell parking permits online at other locations.
3. The application for a parking permit shall be on a form provided by the Department, and shall require, at a minimum, the following information:
 - a. The name and local residential mailing address of the verifiable operator of the motor vehicle; and
 - b. Motor vehicle year, make and current year motor vehicle registration; and
 - c. Proof of residency; and
 - d. Valid government photo ID at the time of purchase.
4. A valid proof of residency shall include a hard copy or electronic copy of an executed current mortgage or lease; a current property tax bill; or a current utility bill for natural gas, electric, water, or land line telephone (mobile phone bills and cable bills shall not be accepted).

5. Members of a household can purchase permits on behalf of owners of registered vehicles residing at the household address provided the following are presented at the time of purchase:
 - a. A completed permit application for each person requesting a permit; and
 - b. A notarized affidavit from each household member that minimally includes:
 - I. Statement of purpose of the letter;
 - II. Printed name, and signature, of registered vehicle owner;
 - III. Name of person authorized to purchase the permit;
 - IV. Notary Public Seal; and
 - V. Current registration of each requested vehicle.
6. Only permit stickers may be purchased for non-resident owners of property within a permit parking area. Non-resident owners shall provide the same information as residents of a permit area, except that proof of ownership must be provided in lieu of proof of residence.

G. Purchasing of Business Parking Permits

1. All parking permits shall be issued at the Parking Violations Bureau, 2700 Impound Lot Road, Columbus, Ohio 43207.
2. At its discretion, the Department may also sell parking permits online or at other locations.
3. The application for a parking permit shall be on a form provided by the Department, and shall require, at a minimum, the following information:
 - a. The name and local mailing address of the business owner; and
 - b. Proof of business ownership; and
 - c. Valid government photo ID at the time of purchase.
4. A valid proof of business ownership shall include a hard copy or electronic copy of a current mortgage or executed lease or a notarized letter from the property owner stating that the business owner is leasing space at the given address.
5. Business owners shall authorize a manager to obtain business permits on behalf of the business owner. Proof of identity and authorization to purchase business permits must be provided on company letterhead with original signature of the owner.

H. Refunds, Transfers and Expiration

1. Permit fees shall not be refunded.
2. A parking permit is specific to a permit zone, and shall not be transferred to another permit zone, or subsequent household or business address occupant.
3. Residential parking permit stickers and business parking permit hangtags shall expire on January 31 each year.

I. Enforcement, Denial, Revocation , Suspension and Termination

1. The Department and the Columbus Division of Police shall have the authority to enforce the provisions of these Rules and Regulations.

2. The Department or the Columbus Division of Police may temporarily suspend permit parking if the public right-of-way is needed for an emergency or temporary use, including, but not limited to, the construction, maintenance, or repair of a street or utility or special event.
3. The use of a parking permit is subject to the enforcement of applicable local and state traffic, parking, general offenses, and right-of-way occupancy codes and regulations. Enforcement of these rules and regulations may include parking citation and/or impoundment, suspension, revocation, termination or denial of a parking permit, or in egregious circumstances up to and including criminal prosecution pursuant to Section 903.99 of Columbus City Code.
4. The Department may deny issuing a parking permit or revoke or suspend without refund any portion of any fees for a parking permit if:
 - a. The permit holder fails to comply with the requirements of these rules and regulations or other applicable law;
 - b. The permit holder makes a false statement of material fact on an application for a parking permit; or
 - c. The permit holder misuses, copies or transfers a residential parking permit, business permit or visitor permit.

J. Appeals

1. The application for appeal shall be a form provided by the Department, which shall contain the following minimum information. The applicant may be required to provide additional information as determined by the Department:
2. The name, address telephone number, and email address of the applicant and co-applicant(s);
3. The reason for the requested appeal; and
4. Any other information reasonably required by the Department for the purpose of processing and considering the application and subsequent petitions under the requirements of these rules and regulations.
5. The City will consider appeals from residents to request limited exceptions for additional residential parking permit stickers per household in permit zones subject to limitations of parking permits.
6. The resident seeking an appeal shall submit a completed application to the Department for review.
7. The Department may request comments from the applicable civic association, business association, area commission and/or special improvement district that represents the permit area or whose jurisdiction otherwise intersects with the permit area.
8. The decision on an appeal by the Director shall be final.

BY ORDER:

JENNIFER GALLAGHER, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE